

3 April 1968

MEMORANDUM TO: Chief, Support Services Staff

SUBJECT : Request for Approval of a Spring Conference for
Records Officers and Agency Historians

1. This memorandum requests your approval of the proposal set forth in paragraph 4 below.

2. A continuous effort is made to have the Records Officers of the Agency meet periodically to disseminate and discuss matters pertinent to the Administration of Agency Records. At the last meeting, in October 1967 at [REDACTED] we explored the possibilities of reviewing Archives and Historical record problems at a meeting of Records Officers in the Spring of '68. The favorable response was gratifying and indicative of the need.

3. The theme we have developed for the proposed conference concentrates on Historical, Archival, and Vital Records. We envisage the session as one full day, held in the Agency Auditorium, and targeted for mid-April or early May 1968. The Conference would be attended by approximately 150 Agency Officers and consist of approximately 65 Records Officers, 60 Agency Historians, and a limited number of Administrative personnel directly concerned with the topics to be discussed.

4. The Agenda we plan would include several prominent Officers qualified to speak on the theme topics. As an example, [REDACTED] has expressed his willingness to address the group and would be an excellent selection as the keynote speaker because of his current assignment, professional background, and experience with such a theme. Dr. Edward Campbell, Director of the Office of National Archives, and whose Office deals with the Agency on Archival material, is available to us, we were advised. Others appropriate to provide information and guidance include [REDACTED] head of the Agency's Historical Committee, [REDACTED] DDP Historical Officer, [REDACTED] Landestine Services Group, Historical Staff, and [REDACTED], DDP Records Officer. [REDACTED] was approached informally for his reaction to our proposed meeting and he has encouraged our endeavor. Details of our Agenda timing, and emphasis will depend upon the approval and comments we receive from you and the Deputy Director for Support.

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5. Your favorable consideration and approval of the foregoing plan to conduct a Spring Meeting for Records Officer and Historians is requested.



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CIA Records Administration Officer

Vince:
Mentioned at Noon Meeting 5 April.
Mr. Coffey approved. [Redacted] 25X1A9a
mentioned that Mr. Bannerman is
looking for some way to show his
support for Records Program. Mr.
[Redacted] suggests Mr. B. might
be willing to kick this session off.
Suggest you consider this and
develop an outline & remarks
Mr. Bannerman might make
for his consideration when he
returns from leave.
How
5 Apr 68.

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